

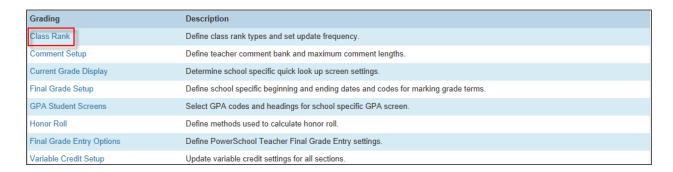
Creating a Mid-Year Class Rank

This document will review the process to create and run a MID-YEAR class rank/GPA for students.

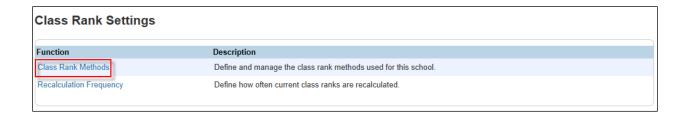
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Navigation: Start Page > School Setup > Class Rank > Class Rank Settings

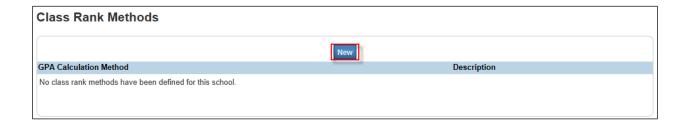
1. From the Start Page, go to **School** and then click **Class Rank** located in the Grading section of the of the School Setup screen. The Class Rank Settings screen displays.



2. Click on Class Rank Methods. The Class Rank Methods screen displays.

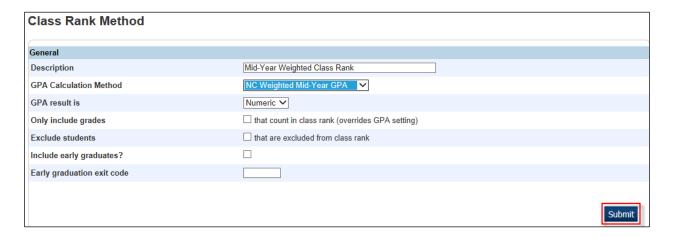


3. Click **New** to create a new Class Rank Method.

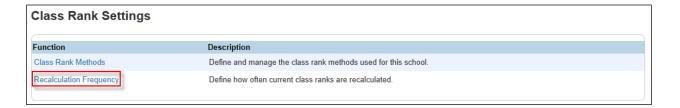


4. Type the description of *Mid-Year Weighted Class Rank* in the **Description** field.

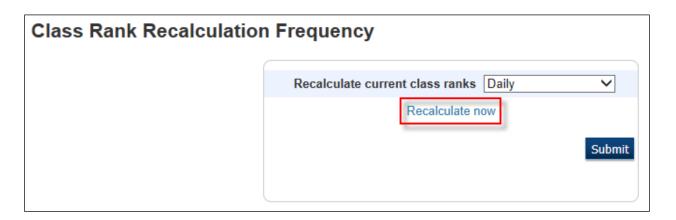
- 5. Choose NC Weighted Mid-Year GPA from the dropdown for the GPA calculation.
- **6.** Ensure that GPA result is **Numeric**.
- 7. Check the box to only include grades that count in class rank.
- 8. Check the box that excludes students who are excluded from class rank.
- **9.** If your school has early graduates and they should be counted in the class rank, check that box and add the appropriate exit code for early graduates.
- 10. Click Submit.



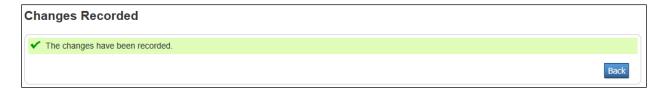
11. Go back to the **Class Rank Settings** page and click on **Recalculation Frequency**. The Class Rank Recalculation Frequency screen displays.



12. Click Recalculate Now.



13. Once this process completes, a Class Rank Report can be run on the System Reports page.



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